



**OPEN ENTRY LEVEL**  
**FORENSIC TECHNICIAN**  
**SPOKANE COUNTY CIVIL SERVICE COMMISSION**



**CLOSING DATE:** May 24, 2013 at 4:30 p.m.

**WRITTEN/PERFORMANCE TEST:** June 7, 2013

**SALARY RANGE:** \$2833.88 - \$3823.92/mo & benefits  
(Step 1) - (Step 7)

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**APPLICATION PACKETS**

Submit the following documents to Civil Service when filing:

- Civil Service Application packet
- Sealed official high school and college transcripts
- DD-214, if applicable (copy)
- Current driver's license (copy)
- Birth certificate (copy of state/county issued, not hospital copy)
- Social security card (copy)
- **Non-refundable \$15.00 processing fee (check or money order payable to SCCSC; no cash will be accepted).**

**Application packets without the attached documents listed above will be considered incomplete and will not be accepted.**

**MINIMUM REQUIREMENTS:**

A citizen of the United States who can read and write the English language and possess a bachelor's degree. Vision correctable to 20/20 with normal color vision and hearing correctable to normal ranges. Must possess and retain a valid motor vehicle operator's license at hire and throughout employment.

**EDUCATION**

Candidates shall possess a bachelor's degree. The degree shall be from an accredited institution and shall include science-related coursework; **prefer** forensic science coursework. This degree requirement is not intended to apply to individuals who are already trained to competency.

**TRAINING AND EXPERIENCE: (Desired)**

Have attained friction ridge and photographic experience and its application to police operations.

**EXAMPLES OF DUTIES** (Includes but is not limited to the following): Process evidence for latent fingerprints using powders, chemicals, various light sources, photography, and complete reports of findings.

Provide assistance to Forensic Specialists and Investigators in processing crime scenes to include photography, videography, searching for latent fingerprints, collecting items of evidence and preserving them for further analysis. Decision to send a Technician instead of a Forensic Specialist will be at the Forensic Unit Manager and Investigator's discretion.

Photographs individuals to document injuries and appearance. Attend autopsies and photograph various phases for court purposes; fingerprint deceased bodies for identification and evidentiary purposes.

Testify in court on photographs, fingerprint processing, digital evidence, and all other duties of forensic technicians.

Prepare accurate documentation and reports for law enforcement agencies.

Prepare, log, print, and catalogue digital evidence for Spokane County Sheriff's Department, Spokane Police Department, Washington State Patrol, Airport Police, City Fire Department, Public Defender's Office, Prosecutor's Office, and other outside agencies.

Perform employee portrait and public relations photography.

See other side for important information.

Prepare photographic line-ups using Video Mugshot System and digital imaging system.

Assist Sheriff's Technical Assistants as needed in obtaining inked and Livescan fingerprints.

Operate Forensic Unit vehicles in response to crime scene needs.

Required to be available for callouts on evenings and weekends.

Perform related duties as assigned.

Ability to:

- learn fingerprint classification
- work with a high degree of accuracy
- operate computer using specialized programs such as Adobe Photoshop or other photographic reproduction systems
- communicate clearly and concisely, both orally and in writing
- establish and maintain effective working relationships with other employees, officials and the public
- become Crime Scene Certified through International Association for Identification

## KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- crime scene photography
- latent fingerprint processing and development
- specialized programs such as Adobe Photoshop or other photographic reproduction systems

Skilled in:

- basic computer operation such as Microsoft Windows and Office environments

## BEHAVIORAL STANDARDS

Respectful, courteous, and friendly to other County employees and inmates. A team player that helps the organization meet its objectives. Effectively communicates with other County employees and inmates. Gets along with co-workers and manager. Positively represents the County, maintaining the trust County residents have placed in each of us. Demonstrates honest and ethical behaviors.

**All information submitted in the application and in any attachments or supporting documents must be true, correct, and complete. Providing false or incomplete statements will be justification for termination or refusal of employment. All application materials are due by 4:30 p.m. on the close date. POSTMARKS WILL NOT BE ACCEPTED.**

By order of the Spokane County Civil Service Commission dated at Spokane, Washington this 12th day of April, 2013.

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Steve Twiggs, Acting Chair

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Nancy J. Paladino, Chief Examiner